

SAMPLE WORKSHEETS (CJA 20)

<i>United States Court of Appeals for the Tenth Circuit</i>		
<i>IN-COURT SAMPLE</i>		Page <u> 1 </u> of <u> 4 </u>
Court-Appointed Counsel Worksheet - In-Court Services		Case No. <u> 00-5000 </u>
		Case Name: <u> US v. Doe </u>
<u>Date</u>	<u>Brief Description of Services¹</u>	15(g) Appeals Court
9/23/01	Attend Oral Argument in Denver	1.0
PAGE TOTAL:		1.0

<i>United States Court of Appeals for the Tenth Circuit</i>						
<i>OUT-OF-COURT SAMPLE</i>						Page <u> 2 </u> of <u> 4 </u>
Court-Appointed Counsel Worksheet - Out-of-Court Services						Case No. <u> 00-5000 </u>
						Case Name: <u> US v. Doe </u>
<u>Date</u>	<u>Brief Description of Services²</u>	16(a) Interviews & Conferences	16(b) Obtaining & Reviewing Records	16(c) Legal Research & Brief Writing	16(d) Travel Time	16(e) Investigative and Other Work
2/15/01	Review transcripts		2.5			
2/25/01	T/C with client re: principal brief	.2				
3/6/01	Revise principal brief			1.5		
9/22/01	Travel to Denver for oral argument				3.0	
PAGE TOTAL:		.2	2.5	1.5	3.0	

¹ In-court time is generally limited to one hour or the actual time of argument. Waiting time may be claimed as out-of-court time.

² Expended time must show nature of work performed, date executed, time broken down by each task, and must be listed in hours and tenths of an hour.

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<div style="display: flex; justify-content: space-between;"><div style="width: 30%;"><i>TRAVEL EXPENSES</i> <i>SAMPLE</i></div><div style="width: 40%; text-align: center;"><i>United States Court of Appeals</i> <i>for the Tenth Circuit</i> Court-Appointed Counsel Worksheet - Travel Expenses³</div><div style="width: 30%; text-align: right;">Page <u> 3 </u> of <u> 4 </u> Case No. <u> 00-5000 </u> Case Name: <u> US v. Doe </u></div></div>						
Date	Brief Explanation of Expenses	Lodging ⁴	Meals	Parking	Transportation	Other Travel Expenses
9/22/01	DIA Airport Shuttle				\$30	
9/22/01	Dinner		\$9.75			
9/22/01	Lodging	\$94				
PAGE TOTAL:		\$94	\$9.75		\$30	

<div style="display: flex; justify-content: space-between;"><div style="width: 30%;"><i>OTHER EXPENSES</i> <i>SAMPLE</i></div><div style="width: 40%; text-align: center;"><i>United States Court of Appeals</i> <i>for the Tenth Circuit</i> Court-Appointed Counsel Worksheet - Other Expenses⁵</div><div style="width: 30%; text-align: right;">Page <u> 4 </u> of <u> 4 </u> Case No. <u> 00-5000 </u> Case Name: <u> US v. Doe </u></div></div>						
Date	Brief Explanation of Expenses	In-House Copies (\$10/copy)	Commercial Copying	Postage	Telephone	Other Expenses
1/10/01	90 × \$.10 in-house copies of docketing statement	\$9				
3/8/01	Kinko's (copying/binding principal brief)		\$46.36			
3/8/01	First-class postage to mail principal brief			\$12.80		
9/23/01	Long Distance telephone call with client re: oral argument				\$3.36	
PAGE TOTAL:		\$9	\$44.36	\$12.80	\$3.36	

³ All travel expenses must be supported with detailed receipts; credit card receipts and credit card statements are not sufficient documentation.

⁴ Customarily, CJA counsel is allowed one-night of lodging, unless good cause is shown why a second night was necessary.

⁵ All other expenses must be supported with detailed receipts; credit card receipts and credit card statements are not sufficient documentation.

